



Joint Task Force National Capital Region Medical INSTRUCTION

NUMBER 4245.01
SEP 21 2011

J-4

SUBJECT: Equipment Acquisitions within Medical Treatment Facilities (MTFs) and Centers

- References:
- (a) JTF CapMed-D 5108.01 "Finance and Logistics Decision Making Committee Charter," June 22, 2011
 - (b) Section 2222 of Title 10, "Defense Business Systems; Architecture, Accountability, and Modernization"
 - (c) DoD Directive 5000.01 "The Defense Acquisition System," May 12, 2003
 - (d) DoD Instruction 5000.02 "Operation of the Defense Acquisition System," December 8, 2008
 - (e) Defense Finance and Accounting System, Instruction 37, "Defense Finance Accounting System Instruction," FY 2011

1. PURPOSE. This Instruction, in accordance with the authority in Reference (a), and the guidance in References (b) through (e), establishes policy and defines an integrated equipment acquisition process associated with Operations & Management (O&M) and Other Procurement (OP) funding equipment acquisitions within Joint Task Force National Capital Region Medical (JTF CapMed) and all Joint MTFs and Centers in the National Capital Region.

2. APPLICABILITY. This Instruction applies to JTF CapMed and all Joint MTFs and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and Joint Pathology Center).

3. POLICY. It is JTF CapMed policy that:

- a. JTF CapMed J-4 will provide guidance and direction within and across JTF CapMed Joint MTFs and Centers for review of equipment requests/requirements. Equipment requests/requirements will include all equipment and furniture to be procured in support of standardized medical technology, life-cycle management, and cost savings for world-class health care in accordance with References (a) through (d).

SEP 21 2011

b. The JTF CapMed J-4 will ensure each MTF commander and Center director has an established Program Review Committee and Approval Process for equipment requirements/requests.

c. The JTF CapMed J-4 will ensure each MTF and Center across the joint operating area initiates equipment requests in the current automated logistics system, i.e.; Defense Medical Logistics Standard Support (DMLSS).

4. RESPONSIBILITIES. See Enclosure 1

5. PROCEDURES. See Enclosure 2

6. RELEASABILITY. This Instruction is approved for public release and is available on the Internet from the JTF CapMed Web Site at: www.capmed.mil

7. EFFECTIVE DATE. This Instruction is effective immediately.



SCOTT WARDELL

Executive Director for Administrative Operations
By direction of the Commander

Enclosures

1. Responsibilities
2. Procedures
3. Example of Cost Analysis

SEP 21 2011

ENCLOSURE 1

RESPONSIBILITIES

1. JTF CAPMED FINANCE AND LOGISTICS DECISION MAKING COMMITTEE (DMC).

The JTF CapMed Finance and Logistics DMC shall:

a. Review prioritized equipment request packages presented quarterly:

(1) Initiate concurrence/non-concurrence funding decision for each item with unit cost greater than or equal to \$100K.

(2) Provide results to JTF-CapMed J-4 Property Manager for funding decisions.

b. Review emergency equipment request packages as required:

(1) Initiate concurrence/non-concurrence funding decision.

(2) Provide results to JTF-CapMed J-4 Property Manager of funding decisions.

2. JTF CAPMED J-4 PROPERTY MANAGER. The JTF-CapMed J-4 Property Manager shall:

a. Ensure quarterly prioritized equipment request packages include all required documentation.

b. Ensure prioritized equipment requests have been approved by the MTF or Center Commanding Officer and Program Review Committee.

c. Ensure equipment requests are accurately initiated within the current automated logistics system.

d. Ensure prioritized equipment request packages are returned to MTFs or Centers with funding decisions from JTF CapMed Finance and Logistics DMC.

3. JOINT MTF COMMANDERS AND CENTER DIRECTORS. The Joint MTF Commanders and Center Directors shall:

a. Establish a Program Review Committee and Approval Process for all equipment requirements/requests.

b. Ensure their Program Review Committee and Approval Process for equipment requirements/requests includes at a minimum, the following categories of personnel in its membership:

SEP 21 2011

- (1) Resource management
- (2) Clinical
- (3) Logistics
 - (a) Equipment Maintenance
 - (b) Equipment Accountability
- (4) Facilities Management
- (5) Information Management/Information Technology (IM/IT)
- (6) Contracting/Acquisitions

(a) Provide a list of Program Review Committee members to include contact information. Committee member lists must be re-submitted when members or contact information changes.

(b) Develop and present to JTF CapMed J-4 Property Manager quarterly prioritized equipment request lists:

1. Thresholds of up to \$249,999.99 for O&M.
2. Thresholds of \$250,000.00 and above for OP.
3. Thresholds can include funding sources such as Quarterly Budget, Congressional, Global War on Terrorism, Venture Capital, etc.

(c) Ensure quarterly Program Review Committee prioritized lists are forwarded to JTF-CapMed J-4 Property Manager no later than; 5 January, 5 April, 5 July, 5 October of each fiscal year.

SEP 21 2011

ENCLOSURE 2PROCEDURES

1. Each Joint MTF and Center must:

a. Provide quarterly reports in electronic format to JTF CapMed as separate reports for OP and O&M dollars. Reports must capture the following categories: Medical, Non-Medical, IM/IT, and furniture. Quarterly reports will include but not limited to:

- (1) Quantity
- (2) Unit cost
- (3) Total cost
- (4) Nomenclature
- (5) Requirement status applicable to unit cost >\$100K
- (6) Procurement status
- (7) Priority

b. Prepare equipment request packages for all requests to include:

(1) Procurement document (such as Department of the Army Form 3953, "Purchase Request and Commitment," or Navy Comptroller Form 2276, "Request for Contractual Procurement Form," Air Force Form 9, "Request for Purchase"). MTFs and Centers will continue to use current forms until joint form is published

(2) Three Current Vendor Quotes

(3) DMLSS Maintenance History and Equipment Replacement Report for Life-cycle management

(4) DMLSS Request Number

(5) Routing Approval Form must have;

(a) Approval Signatures for Thresholds – Equipment (medical, non-medical, IM/IT and furniture) with a unit cost:

1. \$25K or less – Department Head

SEP 21 2011

2. \$26K to \$99,999.99 – Department Head, MTF Commander/Center Director and Program Review Committee

3. \$100,000.00 and above – Department Head, MTF Commander/Center Director, Program Review Committee and JTF CapMed Finance and Logistics Decision Making Committee

(b) Review Signatures of:

1. Chief of Logistics Designee
2. Chief Information Officer
3. Biomedical Engineering
4. Facilities Management

(6) Must include approval section for IM/IT Department for concurrence on all equipment procurements with specific considerations given to Information Assurance certification and/or accreditation, if required. All Defense Health Program investments regardless of dollar amount or appropriation type must be certified before funding can be obligated for expenditure against any Development/Modernization activity.

(7) Must include approval section for Facilities Management with specific considerations given for Site Preparation and/or Installation Acknowledgement.

(8) Prepare equipment request packages for Capital Investment requests of unit cost \$400,000.00 or greater to include the requirements listed in 1.a. and 1.b. above and address the following:

(a) Basis for requirement:

1. How are functions or tasks currently accomplished?
2. What is the current workload?
3. What is the planned workload?
4. What savings of time, money, or personnel will be generated?
5. Will patient care be improved? How?
6. What technological advantages are gained?
7. How does the equipment support the assigned physician training program

SEP 21 2011

- ___a. What is the number of qualified personnel required to use the equipment?
 - ___b. What is the number of qualified personnel currently available?
 - ___c. Operator and training requirements?
 - ___d. Number of personnel to be trained?
 - ___e. Method of training to be accomplished?
- (b) Maintenance training requirements:
- 1. Number of personnel to be trained?
 - 2. Method of training to be accomplished?
- (c) Equipment installation and support
- 1. How will equipment be installed?
 - 2. What building modifications are required?
 - 3. Is funding available for building modifications/site prep?
- (d) Cost Analysis. See Enclosure 3.

SEP 21 2011

ENCLOSURE 3

SAMPLE OF COST ANALYSIS FOR LEASE VS. PURCHASE

1. Procurement Costs
 - a. Acquisition
 - b. Transportation
 - c. Installation
 - d. Facility Modification/Site Prep
 - e. Training
2. Life Expectancy. (include methods used)
3. Annual Operating Costs
 - a. Consumables
 - b. Maintenance
 - c. Personnel
4. Cost per Procedure
5. Availability of Similar Equipment